

Communication Specialist

Job Code: 6653

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Produces publications, presentations and other communications using graphic arts, print media, multi-media, satellite production and audio-visual technologies.

- Edits and arranges text, figures, exhibits, and graphics in their final formatting for reports, presentations, and publications.
- Assists in the development, design and editing of informational or marketing materials.
- Writes copy, press releases, social media posts, or blogs.
- Monitors the production of publications by tracking each job, documenting progress toward completion, and coordinating activities.
- Keeps accurate records of time spent on each job.
- Interprets and translates information into design elements for a variety of communications.
- Monitors, verifies, and edits computer data for accuracy and consistency.
- Develops and maintains graphics resource files.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 36 months in communications, multimedia, marketing, or related experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills
- Composition and proofreading skills
- Detail oriented for accuracy of data and information
- Organized and ability to handle multiple projects and meet deadlines

Working Conditions

Physical:

Ability to engage in repetitive motions.

Environmental:

Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods.

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